IG CHECKLIST
(AG Admin & Pers – NCOER)

Proponent/Phone No:	Adjutant General/2-3007
Functional Area:	Administration & Personnel
Program/Activity Topic:	Noncommissioned Officer Evaluation Reports (NCOER)
Date of Revision:	10 September 1999
Management Control Checklist Applied:	☐ YES ☐ NO ☒ NA
Unit Inspected:	**Date Inspected:**
Inspector's Name:	**Phone No:**

1. Reference. AR 623-205, 31 Mar 92, Noncommissioned Officer Evaluation Reporting System.

2. Discussion. The NCOER is a tool used by leaders to properly document noncommissioned officers' performances.

3. Questions.	YES	NO
a. Is AR 623-205 on hand?		
b. Does the Bn S1 have a continuity book or SOP with the appropriate messages and policy letters?		
c. Are published rating schemes on hand, updated at least quarterly, signed by each battery commander, and do they include effective dates for each rating official?		
d. Are initial counselings performed within the first 30 days of the rating?		
e. Is the DA Form 2166-7 completed correctly and in a timely manner?		
f. Do you have a suspense system to ensure evaluations are processed in a timely manner? (Evaluation Reports must arrive at AG Evaluation Section NLT 30 days after the report's ending date)		
g. Is the Bn and Bde complying with new SIDPERS-3 procedures @ http://www.perscom.army.mil/tagd/sidpers3/page1.htm		

4. REMARKS:

FS Form 609f-E
(IG) 1 June 2000